

Part 408 - Records

Subpart B – Files Maintenance

CO408.31(l)

§CO408.31 Electronic Records.

All Colorado offices will implement a uniform process for the filing of all Natural Resources Conservation Service (NRCS) records using an electronic filing system. As part of the implementation of the electronic General Files (e-General Files) system, it is critical for all NRCS employees to learn or re-familiarize themselves with the General Manual Records Guide. Refer to the General Manual (GM) 120-408-Records Guide. The electronic filing system must adhere to the same laws and regulations as the paper central filing system.

(b) Labeling.

(1) Only the State office secretaries, Area Administrative Coordinators (AAC) and the Information Technology Support (ITS) staff have permission to create new file subject folders in either sub-folder in which the following naming convention must be followed. Note the following example:

110_ADM_ADMINISTRATIVE_SERVICES

(2) All posted records will adhere to the following naming convention, note the following example:

SO-ADS-Orders_JobWorkDelv

- (i) The “file name” or “job name” must be **25 characters or less**.
- (ii) The first characters of the “file name” or “job name” identify the originating office, e.g. SO, A1, A2, A3, A4 and is followed by a hyphen “-”.
- (iii) The next three characters identify the primary subject (reference Part 408, Subpart B – Files Maintenance, 408.24 File subjects) by using the appropriate symbol, e.g. ADM, SPA, PER and followed by a hyphen “-”.
- (iv) The remaining 18 characters are a condensed version of the subject line which will identify the record.

(l) Maintenance.

The electronic filing system is located on the shared drive of the State office and the Area offices: S:\Service_Center\NRCS\GENERAL_FILES. For additional information on the shared drive location, refer to Colorado Exhibit §CO408.60.

CO408-18(1)

Part 408 - Records

Subpart B – Files Maintenance

CO408.31(1)(3)(iii)

(1) There are two complete sets of e-General Files file sub-folders.

(i) \General_Files_Local_(SO, AO, or FO)

(ii) \General_Files_State_and_Area

(2) \General_Files_Local_(SO, AO, FO)

(i) This sub-folder contains records generated by the local office which are for local reference only.

(ii) Within this sub-folder under the primary subject sub-folders is a folder named _Local_Development. This sub-folder should be used when developing records; a working folder for records in progress. Once a record is finalized, it must be moved to the appropriate primary subject e-General Files sub-folder.

(iii) Field office developed records should be placed in the appropriate primary subject folders under \General_Files_Local_FO sub-folder.

(iv) State and Area office records intended for statewide or area wide distribution should be moved to the appropriate primary subject folder under \General_Files_State_and_Area subfolder. Otherwise, the records should be moved to the \General_Files_Local_(SO, AO) subfolders.

(v) The _Local_Development sub-folders are open to all local staff to use and file records according to Agency filing policy.

(3) \General_Files_State_and_Area

(i) This sub-folder contains records generated by the State and Area offices.

(ii) In the Field office, this entry is actually a link to your Area office's server and you have the ability to view the records stored in this sub-folder. Note that it could be a few minutes loading.

(iii) State office records copied into the \General_Files_State_and Area subfolder at the State office are copied to the Area office servers at least weekly. Note that there will be a delay before newly copied records become available at the Area and Field levels.

CO408-18(2)

Part 408 - Records

Subpart B – Files Maintenance

CO408.31(1)(3)(iv)

(iv) To navigate or open folders in this sub-folder, click on the + or double click on the folder symbols. The set of folders are available in a “read only” format for everyone except the State office secretaries, Area Administrative Coordinators (AACs), and the Information Technology Support (ITS) staff.

CO408-18(3)